



STATE OF MAINE
EXECUTIVE DEPARTMENT
OFFICE OF PUBLIC ADVOCATE

BUSINESS SERVICE MANAGER

Class Code: OM01

Opening Date:	January 12, 2018	Closing Date:	January 26, 2018
Location:	Hallowell, ME		
Position Type:	Full Time		
Grade/Salary:	26 / \$48,297.60 - \$66,102.40		

Public Service	Career Diversity
Retirement	Promotional Opportunities
Benefits	Over 10,000 Employees
Paid Holidays	Statewide Locations
Training	Seasonal Jobs
Full Time	Part Time

APPLICATION PACKETS SHOULD CONSIST OF:

A State of Maine Direct Hire application, cover letter, and resume.

Direct Hire Application forms can be obtained by contacting the Office of Public Advocate at 624-3687 or by accessing the state of Maine website at http://www.maine.gov/bhr/state_jobs/direct_jobs.shtml

APPLICATIONS MUST BE RECEIVED BY:
January 26, 2018

SEND COMPLETED APPLICATIONS TO:
Office of the Public Advocate
Patty Moody-D'Angelo
112 State House Station
Augusta, Maine 04333
(phone: 207-624-3687)
patty.j.moody-dangelo@maine.gov

BENEFITS:

The value of State's share of Employee's Retirement: 19.92% of pay. The value of State-paid Dental Insurance: \$13.13 biweekly. The value* of State-paid Health Insurance:

Level 1: 100% State Contribution (employee pays nothing): \$427.57 biweekly

Level 2: 95% State Contribution (employee pays 5%): \$406.19 biweekly

Level 3: 90% State Contribution (employee pays 10%): \$384.81 biweekly

JOB DESCRIPTION:

The Office of the Public Advocate, State of Maine Executive Department, represents the interests of Maine residential users of utility services, including electricity, natural gas, water and telecommunications.

This is professional services work providing administrative business activities within a moderate sized state agency. The Business Services Manager is responsible for accounting, procurement, inventory, travel, and associated ethical and business financial practices using available resources for the Office, and providing clerical and administrative support when needed. Work is performed under administrative direction of the Research Assistant (Public Service Manager II).

REPRESENTATIVE TASKS: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned).

- Develops calculations for agency to capture utility assessment and arranges invoices/ mailing.
- Prepares, Inputs, modifies and monitors contracts and RFP's
- Electronically maintains balances and invoicing of contracts draw downs.
- Monitors, requisitions, purchases, and maintains inventory/ supplies.
- Tracks yearly consultant expenses by utility.
- Arranges business appointments, travel, itineraries, events and meetings.
- Processes and approves reimbursements.
- Processes and approves in and out-of-state travel expenses.
- Administer, approves, modify and monitor accounts payable for outside vendors and other state agencies.
- Handles year-end closing and aging of accounts receivable (annual write-off).
- Responsible for monitoring procurement card transactions, authorizing approval of purchases, and payment.
- Furnishes vendors with self-service vendor system information as well as utilizes vendor system tables to make inquiries, modifications and payments.
- Provides clerical and administrative backup when needed to the Special Assistant to Public Advocate.
- Participate in the financial management of the office, including developing a variance budget.

KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED: (These are required to successfully perform the work assigned).

- Knowledge of accounting and auditing principles and practices.
- Knowledge of state purchasing, and accounting procedures.
- Knowledge of laws, rules, and regulations governing fiscal matters.
- Ability to plan, organize, direct, and coordinate accounting and administrative services for moderate sized agency.
- Ability to establish and maintain effective working relationships.
- Ability to inform officials, and others on accounting/ fiscal matters.

Level 4: 85% State Contribution (employee pays 15%): \$363.43 biweekly

- Ability to prepare and/or oversee preparation purchasing reports and documentation.
- Ability to use Microsoft Office, Windows 7 and state financial accounting programs.
- Ability to identify and solve problems.
- Knowledge of the laws, rules, and regulations applicable to and enforced by assigned agency.
- Knowledge of agency purpose, functions and organizations.

MINIMUM QUALIFICATIONS: Associates' degree in Business Management or equivalent of 5 years' experience.

LICENSING/REGISTRATION/CERTIFICATION REQUIREMENTS:
(These must be met by all employees prior to attaining permanent status in this class).
None.

Questions regarding this position should be directed to Patty Moody-D'Angelo, at 624-3687 or email patty.j.moody-dangelo@maine.gov

*Maine State Government is an Equal Opportunity/Affirmative Action Employer.
We provide reasonable accommodations to qualified individuals with disabilities
upon request.*

